

# **East Orient Elementary School**



**Parent/Student School Handbook**

**2016-2017**

**East Orient Elementary School**  
7431 SE 302<sup>nd</sup>  
Gresham, OR 97080

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## East Orient Elementary School Handbook

*Dear Parents and Students,*

*This handbook is designed to give you information that will help you be safe at school and have a very successful year. Please review it together. You will be expected to know and follow these rules and procedures; if you have any questions don't hesitate to ask me. This is going to be a wonderful year.*

*Mr. Milliken, Principal*

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**School Mascot: Eagle**

**School Colors: Blue and Green**

**School Motto: \* Be Safe \* Be Respectful \* Be Responsible \***

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*Gresham-Barlow School District recognizes the diversity and worth of all individuals and groups. It is the policy of this district and the board of education that there will be no discrimination or harassment of individuals or groups based on race, color, gender, marital status, sexual orientation, gender identity, gender expression, religion, national origin, age, disability, Veteran's status, or genetic information in any educational programs, activities or employment. Gresham-Barlow provides equal access to individuals with disabilities. Persons having questions about equal opportunity and nondiscrimination should contact:*

*School administrator at your local school; If the complaint is against the school administrator or is unresolved, contact Deputy Superintendent James Hiu at 503-261-4577*

*Section 504 Coordinator, Terry Cosentino, at 503-261-4650*

*Title II Coordinator, Deputy Superintendent Teresa Ketelsen at 503-261-4597*

*• Title IX Coordinator, April Olson, at 503-261-4580*



<b>Area Designation</b>	<b>Be Safe</b>	<b>Be Respectful</b>	<b>Be Responsible</b>
<b>All Common Areas Nature Area</b>	<ul style="list-style-type: none"> <li>Walk facing forward</li> <li>Keep hands, feet, and objects to self</li> <li>Get adult help for accidents and spills</li> </ul>	<ul style="list-style-type: none"> <li>Use kind words/actions</li> <li>Help others if needed</li> <li>Clean up after self</li> <li>Follow adult directions</li> <li>Be patient and wait your turn</li> </ul>	<ul style="list-style-type: none"> <li>Follow school rules</li> <li>Take care of all your things and school equipment</li> <li>Own your actions, right or wrong</li> </ul>
<b>Bus Safety</b>	<ul style="list-style-type: none"> <li>Walk to and from bus</li> <li>Walk down stairs</li> <li>Keep hands, feet &amp; objects to self</li> <li>Speak only to seat partner</li> <li>Seat on seat – back on back</li> </ul>	<ul style="list-style-type: none"> <li>Use kind words, actions, and soft voices</li> <li>Allow others to sit by you</li> <li>Listen to bus driver, stay in seat until bus stops completely</li> </ul>	<ul style="list-style-type: none"> <li>Be at the bus stop on time</li> <li>Follow ALL bus rules</li> <li>Must have written note from parent and office to change bus stops</li> <li>Keep track of belongings</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>Walk at all times</li> <li>Keep all food to self</li> <li>Sit at own table with feet on floor, seat on seat, and facing table</li> <li>Report spills/accidents</li> </ul>	<ul style="list-style-type: none"> <li>Quiet in hallway</li> <li>Hands and feet to self</li> <li>Allow others to sit by you</li> <li>Visit quietly</li> <li>Talk about appropriate topics</li> <li>Eat only your own food, no sharing of food</li> </ul>	<ul style="list-style-type: none"> <li>Wait to be excused</li> <li>Take only what you can finish</li> <li>Take coat to lunch with you</li> <li>Put silverware in bin</li> <li>Clean up and recycle</li> </ul>
<b>Playground/ Recess</b>	<ul style="list-style-type: none"> <li>Walk on the blacktop</li> <li>Stay within boundaries</li> <li>Tag, chase, or fighting are unsafe</li> <li>What's on the ground stays there</li> <li>Follow safety video rules</li> </ul>	<ul style="list-style-type: none"> <li>Play fair, take turns</li> <li>Include others</li> <li>Freeze when whistle blows</li> <li>Line up quickly</li> <li>Follow adult directions</li> </ul>	<ul style="list-style-type: none"> <li>Ask permission to leave the area</li> <li>Food and drinks stay inside</li> <li>Equipment and toys stay at home</li> <li>Put play equipment away quickly</li> <li>Use Problem Solving Wheel</li> </ul>
<b>Halls</b>	<ul style="list-style-type: none"> <li>Stay to the right</li> <li>Allow others to pass</li> <li>Walk forward</li> <li>Hands to self</li> </ul>	<ul style="list-style-type: none"> <li>Hold the door open for the person behind you</li> <li>Use quiet voices</li> <li>Keep hands/feet to self, off walls &amp; ceilings</li> </ul>	<ul style="list-style-type: none"> <li>Watch where you're walking</li> <li>Take care of accidents</li> </ul>
<b>Bathrooms</b>	<ul style="list-style-type: none"> <li>Keep feet on floor</li> <li>Keep water and soap in the sink</li> <li>Wash hands with soap/water</li> <li>Put towels in garbage can</li> </ul>	<ul style="list-style-type: none"> <li>Knock politely on stall door</li> <li>Use quiet voices</li> <li>Keep hands &amp; eyes to self</li> </ul>	<ul style="list-style-type: none"> <li>Get permission to use</li> <li>Flush toilet after use</li> <li>Return to room promptly</li> <li>Report problems to an adult</li> <li>Conserve water &amp; towels</li> </ul>
<b>Drop off and Pick Up Areas</b>	<ul style="list-style-type: none"> <li>Follow directions of staff</li> <li>Walk calmly</li> <li>Hands, feet &amp; objects to self</li> </ul>	<ul style="list-style-type: none"> <li>Wait quietly behind the safety line</li> <li>Visit quietly</li> </ul>	<ul style="list-style-type: none"> <li>Arrive to class on time</li> <li>Put money in lunch account before school</li> <li>Give bus/pickup notes to teacher when school starts</li> </ul>
<b>Computer Lab</b>	<ul style="list-style-type: none"> <li>Use computer/chairs properly</li> <li>Keep hands/feet to yourself</li> <li>Walk up and down stairs</li> </ul>	<ul style="list-style-type: none"> <li>Use all property properly</li> <li>Use quiet voice &amp; kind words</li> <li>Stay in seat</li> <li>Close programs &amp; log out at end of session</li> </ul>	<ul style="list-style-type: none"> <li>Raise hand for help</li> <li>Follow Internet rules</li> <li>Take belongings back to class</li> </ul>
<b>Special Events and Assemblies</b>	<ul style="list-style-type: none"> <li>Wait for arrival and dismissal directions</li> <li>Walk up and down bleachers carefully</li> </ul>	<ul style="list-style-type: none"> <li>Enter/exit quietly</li> <li>Focus quietly on presentation</li> <li>Sit on seat</li> <li>Encourage with applause</li> <li>Hands and feet to self</li> </ul>	<ul style="list-style-type: none"> <li>Model good listening</li> <li>Silently encourage others to listen</li> <li>Ask for permission to leave</li> <li>Sit beside others who help you focus</li> </ul>
<b>Office</b>	<ul style="list-style-type: none"> <li>Get permission to go there</li> <li>Stay seated</li> <li>Hands/feet to self</li> </ul>	<ul style="list-style-type: none"> <li>Speak quietly</li> <li>Wait your turn</li> <li>Talk politely</li> </ul>	<ul style="list-style-type: none"> <li>Be on time for medication</li> <li>Use Health Room for serious needs</li> <li>Knock and wait at Principal's office</li> </ul>
<b>Specials</b> <ul style="list-style-type: none"> <li>PE</li> <li>Music</li> <li>Library</li> </ul>	<ul style="list-style-type: none"> <li>Return books on time</li> <li>Wear appropriate clothes and shoes</li> <li>Sit with others who help you focus</li> </ul>	<ul style="list-style-type: none"> <li>Use equipment/books properly</li> <li>Follow directions of all staff</li> <li>Use hands, feet, legs, arms appropriately</li> <li>Line up promptly</li> <li>Be a good sport</li> </ul>	<ul style="list-style-type: none"> <li>Ask to leave the class</li> <li>Use bathroom before or after class</li> </ul>
<b>Emergency Drills and Events</b>	<ul style="list-style-type: none"> <li>Walk calmly</li> <li>Hands/feet to self</li> <li>Stay with adult</li> </ul>	<ul style="list-style-type: none"> <li>Listen</li> <li>Follow adult directions</li> <li>Stand quietly</li> </ul>	<ul style="list-style-type: none"> <li>Take it seriously</li> <li>Respond to roll call</li> </ul>

### Office and Phone Hours

8:00 am to 4:00 pm

Please contact the School Office before 9:00 am if you know your child will be absent.

503-663-4818

\* Turn in Destination Change notes to Office first thing in the morning \*

### School Hours

8:20<sub>am</sub> - Drop Off area doors open

8:20<sub>am</sub> - Bus and drop off students go to Gym for start of day

8:20<sub>am</sub> - 8:35<sub>am</sub> - Breakfast

8:35<sub>am</sub> - Tardy bell rings. Students who arrive late must get a tardy slip in the office

11:15<sub>am</sub> - 11:55<sub>am</sub> - Lunch/recess for Kindergarten & 1<sup>st</sup> Grades

11:45<sub>am</sub> - 12:25<sub>pm</sub> - Lunch/recess for 2<sup>nd</sup> & 3<sup>rd</sup> Grades

12:15<sub>pm</sub> - 12:55<sub>pm</sub> - Lunch/recess for 4<sup>th</sup> & 5<sup>th</sup> Grades

3:05<sub>pm</sub> - Students go to pick up area or walk to buses with teacher

3:12<sub>pm</sub> - Buses released



### Wednesday Late Start

9:20 am- Students arrive

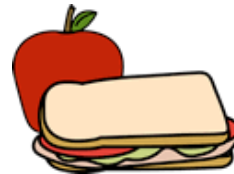
9:35 am - Classes start

### Breakfast/Lunch Prices

Breakfast \$1.00, Lunch \$2.30, Milk/ Juice \$.50

Free & Reduced Lunch/Breakfast \*

Adult Lunch \$3.00 w/o milk, \$3.50 with milk



\*Free/reduced lunch applications are available in the school office - only one application per family.

Parents are more than welcome to come have lunch with their students, however, due to the unstructured environment and supervision requirements of recess, we request parents refrain from joining their child at recess. Thank you for your understanding.

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# September 2016



Monday	Tuesday	Wednesday	Thursday	Friday
			1	2
5 Labor Day NO SCHOOL	6 First Day of School Kindergarten Gradual Entry	7 Kindergarten- Gradual Entry Late Start	8 Kindergarten- Gradual Entry	9 Kindergarten- Gradual Entry
	M	M	M	M
12	13	14 Late Start	15 Back to School Parent Curriculum Night 6:30pm	16
M	M	M	M	M
19	20 PTC Meeting @ WOMS 6:30pm	21 Late Start	22	23
M	M	M	M	M
26	27 Picture Day	28 Late Start	29	30 Curriculum & Instruction Day NO SCHOOL
P	P	P	P	

M - Music  
P - PE

## Drop Off / Pick Up by Car

To insure everyone's safety the cars use the smaller, north parking lot for drop off and pick up. Do not use the larger front parking lot where nine buses arrive and depart unless it is after 8:20 or before 2:20.

A staff member will begin supervision duty and open the doors at 8:20. ***Do not drop off students before the doors open.*** Pull next to the curb, unless directed by staff, before your child exits the school side of the car.

Pick up begins at 3:05. Cars line up on 302<sup>nd</sup> Avenue and around the corner onto Dodge Park Road. Do not block the intersection or driveways as you wait. Turn off your motor when waiting at the curb before pick up begins. Car emissions are a safety hazard for the students and staff. As students are dismissed from class they are directed to the gym for pick up. A staff member will radio your family pick-up number from the sidewalk to the staff member in the gym. Your child will then be excused out the back door of the gym to load into your car. If another family member or friend is picking up your child, they must be an authorized person on your child's contact list through our office and they must have one of your family student pick up numbers. Students must be picked up through the pick up line, as we do not have enough staff to accommodate parents parking and walking to the gym. These rules are designed to ensure your child's safety.

## Absences

When your child will be absent, please call the office before 8:45am to let us know. This can be done anytime of the day. Outside of office hours you may call and use the recorder. Please leave your child's name, teacher's name, reason and number of days for the absence. After attendance is taken, we call home (or other number designated by parent) if your child is absent and you have not made a call letting us know they'll be gone. A signature sheet accompanies this handbook; please designate your 'primary' number and we will use this number when we call to verify attendance. If this number changes during the school year, it is very important to notify the office.

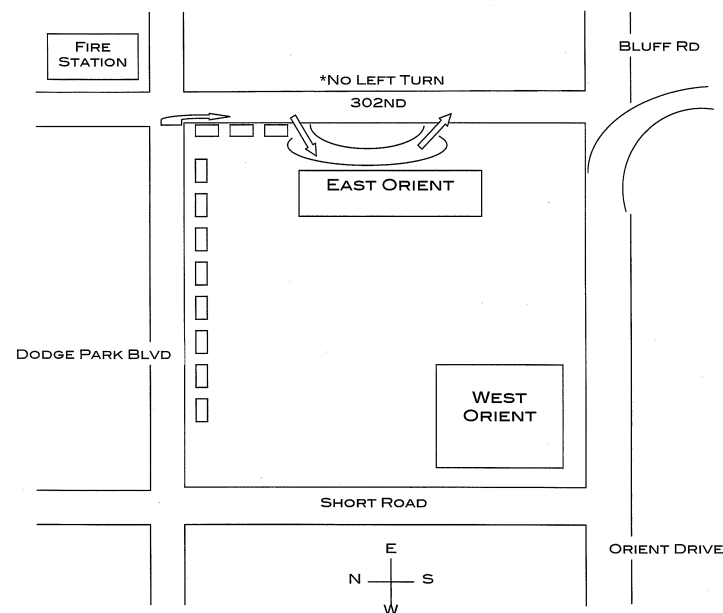
## Destination Notices

Students must have a note signed and dated by their parent/guardian if they are being picked up or going home with another student. The secretaries fill out a "Destination Form" for the student to give to the bus driver or staff at the pick up area. These are handed out at dismissal time. If plans change during the day, parents may call in and a "Destination Form" will be issued. ***Make these calls before noon.*** Calls made at the end of the day may not provide enough time to get a Destination Form to your child. Our goal is a safe trip home for every child, so please help by following these guidelines.

## TRAFFIC FLOW

Our goal is to make it safe, efficient and with as little impact to the traffic flow on the surrounding streets. The following procedures have been established.

1. No left turn from 302<sup>nd</sup> into the lot, the traffic backs up as you wait.
2. The line forms along 302<sup>nd</sup> to the north and then around the corner onto Dodge Park Rd.
3. You can get into line in Dodge Park Rd. by taking Orient Drive past West Orient, turn right on Short Rd. and right again onto Dodge Park Rd. There is a long stretch with plenty of shoulder space on that road.
4. If you are waiting for dismissal next to the curb in our parking lot, please do not run your engine. The exhaust accumulates in that low-lying area and is a health hazard to our students.



# October 2016



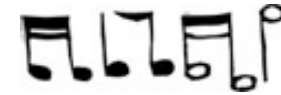
Monday	Tuesday	Wednesday	Thursday	Friday
3	4	5 Late Start	6	7
P	P	P	P	P
10	11	12 Late Start	13 Curriculum & Instruction Day NO SCHOOL	14 State Teacher Inservice NO SCHOOL
P	P	P		
17	18 PTC Meeting @ EOES 6:30pm	19 Late Start	20	21
M	M	M	M	M
24	25	26 Late Start	27	28
M	M	M	M	M
31				
M				

M - Music  
P - PE



### **Music/PE**

Our Music and PE programs will be offered on a half time basis. An “M” or “P” on each calendar day or page will indicate the schedule. On PE days, your child should dress appropriately in pants and tennis shoes.



### **Student Assembly**

Each Wednesday morning at 9:35 we hold a 15-minute assembly in the gym. The student leadership runs the assemblies featuring announcements, reminders, skits, awards, presentations and talent from students and staff.

### **Newsletters and Flyers**

You may also designate to have your copy of the East Orient newsletter sent via email only. This is a list that is assembled each new school year. If you wish to be on the email list for the current school year, please complete the form going home with your student and return it to the school. Classroom notices and newsletters will be distributed as usual.

### **Medications**

The school personnel are only able to administer prescription or over the counter medications following these guidelines. Both prescriptions and over the counter medications must be transported to and from school by the *parent*. Students are not allowed to carry medications on the bus or have them in class. (See exceptions in the district guidelines.) Parents must complete a medical authorization form, and bring the medication in its original container that states the doctor’s name, phone number and the dosage to be administered to the school office during business hours. The medications are locked in a cabinet and dispensed to the students when they come to the office.

### **Student Leadership**

Students in the 4<sup>th</sup> and 5<sup>th</sup> grade may apply to be on leadership. They must be a student in good standing, with no discipline referrals and with all schoolwork completed on time. Leadership students plan/run assemblies, facilitate a school-wide “Giving-Project”, and assist in school events.



# November 2016

Monday	Tuesday	Wednesday	Thursday	Friday
	1	2 Late Start	3 Picture Re-Take Day	4
7	8	9 Late Start	10	11 Veterans' Day NO SCHOOL
14	15 PTC Meeting @ WOMS 6:30pm	16 Late Start	17	18
21 Grading Day Parent Evening Conferences NO SCHOOL	22 Parent Conferences NO SCHOOL	23 Parent Conferences NO SCHOOL	24 Thanksgiving Holiday NO SCHOOL	25 NO SCHOOL
28	29	30 Late Start		

M - Music  
P - PE

### **Grading and State Testing**

Students are given report cards each trimester. During fall, report cards will be presented and discussed. The spring and final trimester report card will be mailed home. State testing is done in grades 3 through 5 as follows: 3<sup>rd</sup> grade – reading, math; 4<sup>th</sup> grade – reading, math, writing; 5<sup>th</sup> grade – reading, math, science.

### **Lost and Found**

It is the student's responsibility to keep track of personal and school items. We encourage parents to put student's initials on clothing tags. Items such as coats, lunch bags or hats that are left around the building or playground will be put in the Lost and Found container. This is located in the cafeteria. Students who wish to look there for a lost item must first have their teacher's permission to leave class. At the end of each trimester the items are donated to a charity.

### **Classroom Parties**

Teachers will recruit parents to help plan and provide for the classroom parties. Designated parties are left to teacher discretion. No homemade treats may be served.

### **Celebrations**

Birthdays are honored with classroom acknowledgement and song. We no longer allow birthday treats to be served due to food allergies, students with food related health concerns, and religious beliefs, all of which create the exclusion of students.

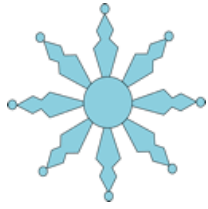
### **Volunteers**

We encourage parents and community members to become volunteers at East Orient. All volunteers must have a Volunteer Form and a Criminal Background Check on file at the District Office. The district form is available online at the district website at [www.gresham.k12.or.us](http://www.gresham.k12.or.us), click on **About Our District, Volunteers, Volunteer Application Form**. Once you have completed the forms, simply print out the proof of completion and return it to the school.

When you enter the building please sign in at the office and wear your "Volunteer Badge" or "Visitor" tag while working here. Before you begin working, please proceed to the workroom and log in on the Volunteer Computer. Log out at the computer when leaving. Siblings are not to accompany parents when they volunteer. District policy prohibits siblings from attending field trips.

### **No Animals Allowed**

The District has drafted a very restrictive administrative rule regarding animals in the schools due to liability, safety and health concerns. Beginning the school year 2010-11, we will no longer allow pets in the school (with the exception of service animals). This includes all pets, such as dogs, cats, hamsters, snakes, etc. belonging to staff, students and visitors. Show and tell animals fall under this policy as well.



# December 2016

Monday	Tuesday	Wednesday	Thursday	Friday
			1	2
			P	P
5	6	7 Late Start	8	9
M	M	M	M	M
12	13	14 Late Start	15	16
M	M	M	M	M
19 Winter Break NO SCHOOL	20 Winter Break NO SCHOOL	21 Winter Break NO SCHOOL	22 Winter Break NO SCHOOL	23 Winter Break NO SCHOOL
26 Winter Break NO SCHOOL	27 Winter Break NO SCHOOL	28 Winter Break NO SCHOOL	29 Winter Break NO SCHOOL	30 Winter Break NO SCHOOL

M - MUSIC

P - PE

## Student Guidelines

At the beginning of each school year we will take the time to teach all students the expectations, rules, rewards and consequences set up to make East Orient School an effective learning environment for all students. We expect parents to review this handbook and share it with their students. Our school uses the model of Positive Behavior Intervention Support (PBIS) to create guidelines, expectations and supports to help our students develop socially and experience a positive learning environment.



- Breakfast will be served from 8:20 – 8:35 in the cafeteria. Lunch account money is taken to the cafeteria before 8:40. To avoid holding up the cafeteria line, students who bring money for their account must be the last in line.
- Students will be allowed to charge a lunch with the understanding that it is repaid the next day. As an account balance gets low, the cook puts a reminder stamp on the child's hand to help them remember to ask for lunch money. The cook regularly issues notices of overdue accounts, which are small slips of paper sent home with students. After a 3<sup>rd</sup> charge the student will be given only a sandwich and milk for lunch until the charges are repaid.
- No electronics are allowed at school, however some parents may deem it necessary for their child to carry a cell phone in their backpack. **The phone must be off at all times, on the bus and at school.** It is not to be used or shown to others. If a phone is seen by a staff member it will be given to the principal until a parent can make arrangements to pick it up. The school/district will not take responsibility for lost or stolen items that are brought from home. We will not be using school time or personnel for such purposes.
- On the playground the students will stay in the designated areas. Students should not re-enter the building without permission from the person on duty. Students are to be under the supervision of an adult at all times. They are not to wander inside the building at recess or lunchtime.
- Students must get a staff member's permission to use the phone. This is for emergency use only. *Items forgotten at home or making arrangements for after school events are not appropriate school phone use.*
- When students leave early from school they need to be checked out at the office first.

## Visiting Students and Parents

Parents are encouraged to visit the classroom for short periods of time, on a **pre-scheduled basis**. They need to sign in at the office and wear a "Visitor" badge. Children from outside our school are not allowed to visit classrooms without pre-arrangement with the principal.

# January 2017



Monday	Tuesday	Wednesday	Thursday	Friday
2 Winter Break NO SCHOOL	3 School Resumes	4 Late Start	5	6
	M	M	M	M
9	10	11 Late Start	12	13
P	P	P	P	P
16 Martin Luther King, Jr. Day NO SCHOOL	17 PTC Meeting @EOES 6:30pm	18 Late Start	19	20
	P	P	P	P
23	24	25 Late Start	26	27 Curriculum & Instruction Day NO SCHOOL
P	P	P	P	
30	31			
M	M			

M - MUSIC  
P - PE

## **School Rules**

- Students are not allowed to bring toys or sports equipment to school unless prior arrangements are made with the teacher. They are not allowed outside the classroom. Skateboards and skates should not be brought to school.
- No gum chewing.
- Weapons of all kinds (toy or real) are prohibited. District policy states: “Weapons may also include, but not limited to, knives, metal knuckles, straight razors, stun gun, tazor gun, airsoft pellet gun, noxious or irritating gases, poisons, unlawful drugs or other items fashioned with the intent to use sell, harm, threaten or harass students, staff members, parents and patrons. Replicas of weapons, fireworks, bullets or pocketknives are also prohibited by Board policy. Exceptions to the District’s replica prohibition may be granted only with prior building principal approval for certain curriculum or school-related activities.” District policy requires moving towards expulsion for certain weapons and intent for their use at school. Matches and lighters may not be brought to school.
- Students are expected to treat each other with respect. They are not to talk about harming/killing someone, even if it’s meant as a joke, with no intent to do it.
- Students may not sell items of any kind at school. Trading or bartering items is also prohibited.
- Dress Code
  - No halter or strapless tops, tank top straps must be 1” or wider. Scoop neck tops must be modest, no bare midriffs,
  - Shorts and skirts must be at least fingertip length when arms are at your side.
  - Athletic shoes must be worn on PE days (no sandals). NO FLIP FLOPS or shoes with wheelies may be worn at school Clothing with foul language, graphics, violence, drugs, alcohol, racial comments or put downs are prohibited.
  - Students with such clothing will be sent to the office and given a choice to wear the offending T-shirt inside out. They may change into a shirt or pants provided from the office supply. Parents will be called if shoes are needed.
  - Bandanas/hats may not be worn in the building.
  - Jewelry and accessories with spikes are prohibited due to potential safety hazard. Chains worn on pants are prohibited.
  - Makeup is not appropriate for elementary school.

## **Discipline Procedures**

- Teachers and assistants throughout the course of the day do most correction and discipline.
- Major infractions that involve safety, disruption of learning environment or repeatedly breaking rules will be referred to the principal. A Discipline Form will be filled out, consequences determined and the student will take it home to be signed by the parent. It must be returned the next day to the principal.
- The goal is to use mistakes as a learning experience for the students and to maintain an effective learning environment for all.

# February 2017



Monday	Tuesday	Wednesday	Thursday	Friday
		1 Late Start M	2 M	3 M
6 M	7 M	8 Late Start M	9 M	10 M
13 M	14 M	15 Late Start M	16 M	17 M
20 President's Day NO SCHOOL	21 PTC Meeting @ WOMS 6:30pm P	22 Late Start P	23 P	24 P
27 P	28 P			

M - MUSIC  
P - PE



## Student Recognition



### **PRAISE**

Specific, authentic praise has the ability to improve self-esteem in all of us. We encourage students, staff and parents to notice and give specific feedback and praise to students who are demonstrating good citizenship, responsibility, following the three school rules and expectations.

### **CLASS COMPLIMENTS**

When a group of students or the whole class is behaving in an exemplary manner and demonstrating the school expectations, any staff member or visitor may praise them and give a Class Compliment sheet. These will be read at the assembly and displayed.

### **EAGLE TOKEN COINS - WHOLE SCHOOL AWARD**

Students will receive tokens for good behavior. The tokens will be put in a classroom jar and at each Wednesday assembly they will bring it to the gym. The tokens will be gathered into the school goal jar. When the school jar is filled, a reward (determined by Student Leadership) will be enjoyed by all students.

### **CHARACTER AWARDS**

Each month our school focuses on a positive character trait. At the end of the month, each teacher selects a student who exemplifies the trait and that student receives an award at our weekly assembly.

## Emergency Closures

In the event of hazardous or emergency conditions, the school may be closed or schedules altered to provide early dismissal of students as appropriate. Radio and TV stations report school closures, delayed openings or early release. Parents are required to complete an **Emergency Release Card** for each child. This gives us instructions about what to do if we send children home early. You will designate if they go home as usual, go by bus to another location or wait at school for you or designee to pick them up. This is a vital piece of information to help insure that our nearly 500 students are transported home correctly during an emergency closure.

# March 2017



Monday	Tuesday	Wednesday	Thursday	Friday
		1 Late Start	2	3
		P	P	P
6	7	8 Late Start	9 Curriculum & Instruction Day NO SCHOOL	10 Grading Day NO SCHOOL
P	P	P		
13	14	15 Late Start	16	17
M	M	M	M	M
20	21 PTC Meeting @ EOES 6:30pm	22 Late Start	23	24
M	M	M	M	M
27 Spring Break NO SCHOOL	28 Spring Break NO SCHOOL	29 Spring Break NO SCHOOL	30 Spring Break NO SCHOOL	31 Spring Break NO SCHOOL

M - MUSIC  
P - PE

## **Emergency Drills / Situations**

### **Fire Drills**

- There will be no talking while exiting the building and waiting on the field.
- The students will leave the room first with the teacher exiting last. In case an alternate exit is necessary, the teacher will make the decision on which exit to use.
- Any students in restrooms, etc., are to exit the building by the closest route and then report to their teacher in the outside assigned area.

### **Earthquake Evacuation**

- Duck and cover by taking cover under a sturdy desk, table, or other piece of furniture. Seek cover against or near an interior wall if possible. Protect your head with your arms. Cover your head and neck with a jacket, if available.
- Hold on to the sturdy desk, table, or other piece of furniture as you take cover under it. Hold the position until the shaking stops and it is safe to move.

#### **After the Shaking**

- If possible, a signal will be given to evacuate the building. Be alert to the possibility of after-shocks and exposure to hazardous conditions such as fallen roof structures, power lines, etc. There will be no talking while exiting the building.
- The teacher will decide what exit to use as he/she leads the class out of the room.
- Any students in restrooms, etc., are to exit the building by the closest route and then report to their teacher in the outside assigned area.

### **Lock In: This is used when the threat is outside the building**

- PA announcement: “We are in Lock In”
- Activity can go on within the building, Teachers take attendance
- ALL exterior doors are locked, students not released, sign posted on front doors
- “All clear” announcement when the event is over

### **Lock Down: This is used when there is a potential danger/threat in the school or on the grounds**

- PA announcement: “We are in Lock Down”, go into the nearest classroom
- Teachers lock their doors, bring anyone in the hallway inside the classroom
- Lights out, sit out of sight, no movement until released
- Students in restrooms are to stay put when they hear LOCK DOWN
- At the end of the event an office staff member/designee will go to every location to release the area

### **Playground during Emergencies**

- If an emergency arises the staff member(s) will give three short blows on the whistle.
- The students will freeze and await a command to lie flat or move to the playshed.



# April 2017

**Monday**

**Tuesday**

**Wednesday**

**Thursday**

**Friday**

3	4	5	6	7
M	M	M	M	M
10	11	12	13	14
P	P	P	P	P
17	18	19	20	21
P	PTC Meeting @ WOMS 6:30pm	P	P	P
24	25	26	27	28
P	P	P	P	Curriculum & Instruction Day NO SCHOOL

M - MUSIC  
PE - PE

# Playground and Cafeteria

## General Rules

- Walk on the blacktop, except in the basketball game
- Use appropriate language.
- Students shouldn't have anything but playground equipment in their hands – no toys from home, sticks, or rocks.
- Keep hands and feet to yourself.
- Stay in the playground boundaries – bark dust area, blacktop, and field areas.
- No closed games, everyone plays.
- Always use the ladder to get on and off the play structure – no jumping off.
- Swings – swing forward and back only, no pushing, no jumping out of swings.
- Slides – feet first.
- Rubber Balls – are not for kicking, except on the field.

## Soccer

- No drop- kicking, pushing, slide tackle or using hands.
- Goalie is the only person who picks up the ball.
- Pick teams at the beginning of each recess by standing near the log. If you change sides, you will be removed from the field.
- Stay on your feet at all times. Students who repeatedly fall will be asked to leave the game. Stay out of the mud.

## Wall ball

- Two players at a time.
- Ball must hit the ground before the wall.
- No blocking or babies under two feet.
- Bark dust is out of bounds when playing on the brick wall.

## 4 Square

- One bounce in your square.
- Hit the ball with two hands.
- No overhands, holding or lifting, you must keep the ball moving.
- If the ball hits a line – you are out.

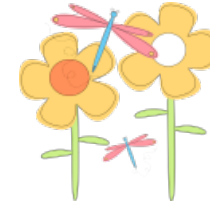
## Tetherball

- No ropes.
- No catching or swinging the ball.
- Stay in the marked court – keep your feet in your “pie space”.
- Two or more kids in line make the call.
- After three wins you give up your place to the next one in line.
- No sitting on the tetherball.

## Cafeteria Rules

- Use 6-inch voices as you talk to the person across or next to you.
- Stay in your seat – only get up to empty your tray.
- You must have permission from a staff member to leave the cafeteria.
- Keep your food, hands and feet to yourself.
- If you forgot to deposit your lunch money before school you must be at the end of the line so your transaction won't keep others waiting.
- Eat only your lunch, NO sharing food.

# May 2017



Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3 Late Start	4	5
M	M	M	M	M
8	9	10 Late Start	11	12
M	M	M	M	M
15	16 PTC Meeting @ EOES 6:30pm	17 Late Start	18	19 Curriculum & Instruction Day NO SCHOOL
M	M	M	M	
22	23	24 Late Start	25	26
P	P	P	P	P
29 Memorial Day NO SCHOOL	30	31 Late Start		
	P	P		

M - MUSIC  
P - PE

## BUS RULES - First Student Bus Company

The following rules are posted on the bus. Our students' safety and behavior is of concern to us from home doorway to doorway. We monitor behavior at bus stops, on the bus and as they load and unload at the school. These rules apply anytime they ride a bus for school purposes. They are designed to create a safe, calm atmosphere so the driver's attention can be on their driving and road conditions.

1. Students must obey the school bus driver.
2. No food, gum or drink on the school bus. Pupils must remain seated on the school bus.
3. Emergency doors and windows may be used only in an emergency.
4. Pupils must be on time for the school bus.
5. Pupils will talk in normal tones and will not use vulgar language.
6. The school bus driver can assign seats.
7. Pupils will keep the school bus clean and will not damage it in anyway.
8. Pupils must have written permission from a parent or guardian to leave the school bus other than at their scheduled stop.  
(At East Orient we have a Destination Form filled out for the student to hand to the driver.)
9. Pupils must wait for the school bus driver to signal before crossing in front of the school bus.
10. Pupils need permission to open or close school bus windows.
11. Heads or hands **cannot** be out of the school bus windows.
12. Pupils will not bring animals, weapons or hazardous materials on the school bus.
13. Pupils will be courteous to the driver, other students and passersby.
14. No rough activity on the school bus.
15. No electronics are allowed on the bus.
16. Refusal to obey these rules may cause loss of school bus riding privileges.



Phone number for First Student Transportation: 503-665-8193



# June 2017

Monday	Tuesday	Wednesday	Thursday	Friday
			1	2
			P	P
5	6	7	8	9
P	P	Late Start	P	P
12	13	14	15	16
P	P	Late Start	Last day for students	Grading Day NO SCHOOL
19	20	22	23	24
27	28	29	30	



## 2016 - 2017 East Orient Staff

Principal – James Milliken

### Certified Staff

Kindergarten - Tonya Stinson, Kelly Walsh, Stephanie Webster

1<sup>st</sup> Grade –Mandy Bhear, Emily Coburn, Brittany Sluman

2<sup>nd</sup> Grade – Kim Horner, Lori Lustig

3rd Grade – Sharyn Hoffert, Heidi Jones

4<sup>th</sup> Grade - Mike Bice, Erin Ramirez

4/5 Blend – Rhett Hyman

5<sup>th</sup> Grade – Paul Guinea, Donna McGowan

Nelia Collins, Counselor

Toni Oberding, School Psychologist

Christi Hryciw, RMT (Special Ed.)

Karla Daman, HUB Teacher

Colleen Kai, PE

Michelle Trapa, Music

Kami Paz, ELL Teacher

Jonas Jenkins, Speech

Samantha Salvetelli, Instructional Coach

### Classified Support Staff

Cathy Clark, Head Secretary

Janifer Little, Attendance Secretary

Marley Weber, Health Assistant, Ed Assistant

Ron Gutierrez, Head Custodian

John Dencer – Night Custodian

Penny Haight, Angie Stensrud, Kim York, Debbie VanLom Ed Assistants

Gina Ferron, Media Assistant

Kim Dahlman, RMT Assistant

Toli Harvey, Anna Fenwick, HUB Educational Assistants

### School Nurse

Brandy Watkins, R.N.

## 2016-17 Orient Parent Teacher Club

The Orient PTC serves both Orient schools. This is a unique and timesaving feature for parents. It means only one monthly meeting, you hear information about both schools, and event planning/fundraising efforts are not duplicated. We invite everyone, and that means dads too, to attend the meetings and get involved at whatever level is comfortable for you. Meetings alternate between the schools. They are held in the media centers on the 3<sup>rd</sup> Tuesday of month. Consult the master calendar for dates.

### Board Members

Co-Presidents: Amy Buren (EOES), Kat Arn (WOMS)

Co-Vice-Presidents: Kari Karlgaard (EOES), Andrea Moffat (WOMS)

Secretary: Katrina Llona

Bookkeeper: Tamee Arends

Treasurer: Stephanie deLandro

### Support Positions

EOES Scrip Coordinator: Shelley Burns-Giusto

WOMS Script Coordinator: Kat Arn

EOES Volunteer Coordinator: Amy Buren

WOMS Volunteer Coordinator: Stephanie deLandro

EOES Site Council: Katrina Llona,

WOMS Site Council: Monica Barnard

District Advisory Committee (DAC): Amy Buren

Jog-a-thon: Tiffany Sobella and Shelly Burns-Giusto

Sock Hop: Amy Buren

Hospitality Coord: EOES: Kari Karlgaard,

WOMS: Shelley Giusto, Tiffany Sobella

